

EMPLOYMENT OPPORTUNITY
Metropolitan Public Defender's Office
Nashville, TN

POSTING DATE: March 2, 2015

APPLICATION DEADLINE: March 20, 2015

JOB TITLE: Law Clerk

CLASS CODE: 02867

GRADE: SR08

SALARY: \$35,955.04 - \$46,740.28 annually

JOB DESCRIPTION: The Public Defender's Office represents individuals accused of committing crimes in Davidson County who cannot afford to hire a lawyer. The Law Clerk provides administrative and litigation support primarily for Attorneys and clients in General Sessions Court, and performs other related duties as required.

Specific job responsibilities include:

- Preparing dockets, scheduling appointments and maintaining electronic files
- Conducting legal research, drafting motions and pleadings, and corresponding with clients
- Performing client intakes, indigency screening, and conflict checks
- Coordinating and distributing case paperwork
- Preparing documents for filing
- Assisting investigators with gathering factual data, including records, videos, photographs, etc.
- Performing daily run and other errands
- Assisting at front desk as needed

EDUCATION AND EXPERIENCE:

Current enrollment in law school; or law school graduate waiting to take the Bar Examination or awaiting the results of Bar Examination; or paralegal certificate and at least 2 years of experience as a paralegal. Proficiency in Spanish and prior experience working in a Public Defender or Legal Aid office preferred.

Resumes and cover letters will ONLY be accepted via e-mail, and should be sent to Annette Crutchfield, Administrative Services Manager, at PDApplicants@jis.nashville.org.

The Metropolitan Public Defender's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.